



Work Experience Program (WEP)
Fall - Winter – Spring – Summer
 (Please circle the session you are applying for)

**City of San José, Department of Parks, Recreation and
 Neighborhood Services, Administrative Services**

APPLICATION

Please Return Application to:
PRNS, Work Experience Program
Shirakawa Community Center
2072 Lucretia Avenue, San José, CA 95122

- Please print clearly and attach extra sheets if necessary.
- Please use your legal name on all documents.

CONTACT INFORMATION:

Last Name:	First Name:	Middle Initial:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Street Address:	City:	Zip Code:	Date of Birth	Age:
Phone:	Cell Phone:	Email Address:	Social Security #:	
Emergency contact information:	Name:	Relationship:	Phone:	

AVAILABILITY:

Have you previously participated in the Work Experience Program? YES <input type="checkbox"/> NO <input type="checkbox"/>							
What date will you be available to work?				What kind of transportation do you have?			
What hours are you available to work?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Starting Time:							
Ending Time:							

EDUCATION:

Jr. High, High School, Continuation or Trade Schools	Currently Enrolled?	# Of years completed	Dates attended	Year you will graduate	Awards & Certificates
Name:	YES <input type="checkbox"/> NO <input type="checkbox"/>				
City:					

EMPLOYMENT HISTORY: Beginning with your current of most recent job, please list ALL work experience, including paid and volunteer positions.

From (Date)	Employer		Job Title	<input type="checkbox"/> Paid – Pay Rate \$ _____ <input type="checkbox"/> Volunteer
To (Date)	City	State	Supervisor's Name	Supervisor's Phone
Total Months/ Years	Reason for leaving			
Hours/Week	Job Duties			
From (Date)	Employer		Job Title	<input type="checkbox"/> Paid – Pay Rate \$ _____ <input type="checkbox"/> Volunteer
To (Date)	City	State	Supervisor's Name	Supervisor's Phone
Total Months/ Years	Reason for leaving			
Hours/Week	Job Duties			

SKILL SUMMARY:**English speaking skills:**☐ Conversational ☐ Fluent**English reading skills:**☐ Basic ☐ Intermediate ☐ Advanced**English writing skills:**☐ Basic ☐ Intermediate ☐ Advanced**Languages spoken other than English:**☐ Spanish ☐ Vietnamese ☐ Cantonese ☐ Mandarin ☐ Tagalog ☐ Cambodian ☐ American Sign Language ☐ Other:**Computer skills:**☐ Basic ☐ Intermediate ☐ Advanced**Software programs used:**☐ Microsoft Word ☐ Excel ☐ PowerPoint ☐ Internet ☐ Access ☐ Other:**Office equipment used:** ☐ Fax machine ☐ Copy machine ☐ Telephone ☐ Other:**Experience working with children:** ☐ YES ☐ NO If yes, how long?**Hand tools used (please list):****INTERESTS AND EXTRACURRICULAR ACTIVITIES:****EMPLOYMENT DOCUMENTS NEEDED, IF HIRED:**

1. A U.S. Passport or Certificate of U.S. Citizenship/Naturalization:

OR2. One form of Picture ID (CA ID card, Driver's License, or Student ID) **AND** Proof of eligibility to work (Original Social Security Card or Birth Certificate)**IF YOU ARE UNDER 18 YEARS OLD, BY LAW YOU WILL BE REQUIRED TO OBTAIN A WORK PERMIT, IF HIRED:****WORK PERMIT APPLICATION**

- Please attach a Work Permit Application (which you can get through your guidance counselor or the career center located at your school). If you are chosen for the program, the WEP staff will sign the form and return it to you to be processed at your school (your school cannot issue a Work Permit until you are hired).

PLEASE CHECK ALL THAT APPLY: (Optional)

Ethnicity: A job applicant has the opportunity to voluntarily indicate his/her ethnic identification on an employment application. Each applicant also has the opportunity to voluntarily identify any disabilities. This portion of the application will be kept confidential, and may assist the employer and placing agencies to compile statistical reports regarding the composition of the participants in any related educational and/or employment programs. It is unlawful to use this information to discriminate against or give preference to a person for hiring or promotion.

☐ White-Not Hispanic☐ Pacific Islander☐ Black-Not Hispanic☐ Samoan☐ Alaska Native☐ Hispanic/Latino☐ Asian☐ Cambodian☐ Japanese☐ Southeast Asian☐ Korean☐ Laotian☐ Chinese☐ Filipino☐ Other**CONFIDENTIAL INFORMATION:**Have you ever been fired from a position? ☐ YES ☐ NO If yes, please explain:**CERTIFICATION – (Read carefully before signing)**

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement of material facts may cause forfeiture of my eligibility for employment. I also understand that falsification or omission of information regarding convictions will result in my removal from eligible lists or dismissal from employment.

I give permission to release this information to the job placing agency and the City of San José to support my employment services.

Signature of Applicant

Date

Signature of Parent

Phone

Date

Signature of School Guidance Counselor

Date

Phone Number